

# CEA



## CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-EQUAL EMPLOYMENT TO ALL REGARDLESS OF RACE/GENDER, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

### EXAMINATION ANNOUNCEMENT – SERVICEWIDE PROMOTIONAL

**DEPARTMENT:** YOUTH AUTHORITY  
[www.cya.ca.gov](http://www.cya.ca.gov)

**POSITION TITLE:** DEPUTY DIRECTOR, INSTITUTIONS & CAMPS BRANCH  
CEA LEVEL 4

**FINAL FILING DATE:** July 21, 2004

**SALARY:** \$8426-9287

#### DUTIES AND RESPONSIBILITIES

Under the administrative direction of the Office of the Director, Department of the Youth Authority, the Deputy Director, Institutions and Camps Branch plans, organizes, directs, manages, monitors and evaluates Institutions and Camps Branch programs and operations; establishes program policies and priorities for the provision of intake, diagnosis, custody, control, treatment, and medical care of wards confined in the Department's institutions and camps; coordinates Branch activities and operations with other branches of the Youth Authority, the judiciary, other elements of the criminal justice system and with other federal, state and private agencies; advises the Director and the Youth Authority Board on all pertinent matters relating to the treatment and training of wards; participates as a member of the Director's Executive Committee in the formulation, implementation and evaluation of the Department's policies and programs; and represents the Director and the Department at meetings and conferences on issues related to institutional programs and services.

#### EXAMINATION INFORMATION

Applicants are required to submit a State application, (Form 678), resume, and a **one-page** Statement of Qualifications with specific information on how his/her background, knowledge, skills and abilities meet the minimum qualifications, desirable qualifications and desirable characteristics. A preliminary review of all applications, resumes, and Statements of Qualifications will occur immediately following the final filing date. Only those candidates with the **most** desirable qualifications and background will have their applications submitted to the executive committee for further consideration. Interviews may be conducted if the executive committee and/or the Director find it necessary. All candidates will be notified of the examination results.

The results of this examination will be used only to fill the position of Deputy Director, Institutions & Camps Branch, CEA Level 4. Applications will be retained for twelve months.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

**Either I**

Must be a civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

**And**

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; knowledge of equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization, coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, in other government settings or in a private organization.)

### **DESIRABLE QUALIFICATIONS**

- Extensive administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building. This experience should have been gained in a position with duties and responsibilities comparable to a Youth Authority Administrator, Rehabilitation Services.
- Knowledge of modern principles, techniques and trends in the correctional field and of the California juvenile and criminal justice systems.
- Demonstrated ability to identify operations problems and issues involved in managing a correctional facility with diverse program segments.
- Demonstrated ability to deal effectively with legislators, high-level officials of federal, state and local law enforcement and correctional agencies.
- Working knowledge of financial and fiscal management involving complex multi-funded budgets.
- Knowledge of the California legislative and budgetary processes necessary for effective program implementation.

- Working knowledge of the personnel, employee/employer relations, health and safety management system and Equal Employment Opportunity policies and practices.
- Knowledge of the organization, mission, and values of the Department of the Youth Authority.

#### DESIRABLE CHARACTERISTICS

**Leadership:** Demonstrates vision, integrity, ethics, accountability, and accepts the responsibility of being a leader.

**Critical Thinking:** Includes analyzing and evaluating information and complex situations, problem solving, decision-making, and conceptualizing.

**Personnel Management:** Demonstrates self-awareness and assesses performance; understands and values diversity; develops and coaches staff; listens; provides feedback; effectively implements the recruitment, hiring and selection process; and prevents and resolves conflict.

**Facilitating Change:** Includes ability and willingness to adapt to new technology, be flexible when situations change, and work in a challenging environment.

**Resource Management:** Includes understanding and managing financial, information technology, and space resources.

**Communication:** Includes active listening, choosing an appropriate medium to present information and/or ideas, articulating information clearly and concisely in speech and in writing, giving and receiving feedback.

**Organizational Awareness:** Understands the internal and external systems, environment, culture, processes, policies and procedures, and how decisions are made.

**Planning:** Includes assessing situations, setting and monitoring goals, delegating, managing implementations and projects, and evaluating outcomes.

**Service Orientation:** Includes focusing on effectively providing appropriate services to youthful offenders, the public, and identified stakeholders.

**Collaboration:** Includes partnering, teamwork, building alliances, looking for win-win solutions, and building participative processes.

**Professional Traits:** Includes strong work ethics, fairness, and honesty; is approachable, well balanced; possesses compassion, people skills, confidence, and intelligence.

#### FILING INSTRUCTIONS – File by July 21, 2004

Interested applicants must submit a Standard State Application (Form 678), resume and a one-page Statement of Qualifications (as indicated on Page No. 1) to:

**Department of the Youth Authority  
Selection Services Bureau  
4241 Williamsborough Dr., St. 115  
Sacramento, CA 95823  
Attn: Cecilia Perrin**

APPLICATIONS RECEIVED WITHOUT THE REQUIRED "STATEMENT OF QUALIFICATIONS" WILL NOT BE ACCEPTED.

#### ADDITIONAL INFORMATION

The position of Deputy Director, Institutions & Camps Branch is a peace officer position, and is subject to the State of California's standard requirements for peace officers.

Questions regarding this examination should be directed to Cecilia Perrin, Associate Personnel Analyst, Selection Services Bureau, at [cperrin@cya.ca.gov](mailto:cperrin@cya.ca.gov) or (916) 262-2718.

**Mission Statement:** *The Mission of the Youth Authority is to protect the public from criminal activity by providing education, training and victim restoration; and assisting local justice agencies with their efforts to control crime and delinquency, and encouraging the development of state and local programs to prevent crime and delinquency.*

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STATE OF CALIFORNIA  
ARNOLD SCHWARZENEGGER  
GOVERNOR

YOUTH AND ADULT CORRECTIONAL  
AGENCY  
RODERICK HICKMAN  
AGENCY SECRETARY

DEPARTMENT OF THE YOUTH AUTHORITY  
WALTER ALLEN III  
DIRECTOR

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